

Personnel Board Summarized Minutes
Monday, April 4, 2011 - 6:00 p.m.

Call to Order/Roll Call of Members: **Present:** Pat Carnevale, Chairperson; Grecia Ferro Ameneiro, Vice-Chairperson; Mario Diaz, Member; Ann Infante, Member; and Beatriz Sosa, Member.

ON THE DAIS:

Updated resumes for Ms. Aime Stokes (Exam Request - Office Coordinator – Streets) and Mr. Richard Rubi (Exam Request - Building Official) requested at the March 2011 Personnel Board.

Ms. Sosa stated for the record, that from this point forward, she will not approve a resume submitted for a management position that is not in a professional format and has also requested that Ms. Stokes submit another more detailed and professional resume. Ms. Ferro-Ameneiro stated the licenses Mr. Rubi indicates on his resume are not correctly titled. Mr. Ferro-Ameneiro requested that Mr. Rubi submit another resume reflecting the correct names of the licenses he holds.

AGENDA

1. Request to approve the minutes of the March 2011 Personnel Board meeting.

APPROVED with corrections to Items 10 and 18. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received March 2011.

1. Francisco Alvarez Police Department

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for March 2011. (supporting documents provided via email)
SO NOTED.

4. Report of Civil Service **Appointments** for March 2011.
SO NOTED.

5. Report of Civil Service **Resignations** for March 2011.
SO NOTED.

6. Report of **Maternal/Paternal Leave** for March 2011.

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|----------------------|-------------------|
| 1. Kevin Coney | Fire Department |
| 2. Frank Gagliano | Fire Department |
| 3. Jesus Garcia | Fire Department |
| 4. Matthew Aiken | Police Department |
| 5. Fernando Carvajal | Police Department |

SO NOTED.

7. Report of **Leave of Absence** for March 2011. None

SO NOTED.

8. Certify the eligibility list for the position of **Clerk Typist I.**

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Business Tax Inspector II** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of **new** job description. (No eligibility list on file.)

Range 48 - \$1056 - \$2127 Bi-weekly

APPROVED with recommended changes to the job description. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by majority vote. (Mr. Diaz voted "no.")

10. Request to approved the rename/revised job description for the position of **Occupational License Inspector** to **Business Tax Inspector I.**

APPROVED with recommended changes to the job description. Motion by Ms. Ferro-Ameneiro. Second by Mr. Diaz. Passed by unanimous vote.

11. Request to hear **Unfinished Business.** *NONE*

12. Request to hear **New Business.**

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote.

12a. Request to conduct a Civil Service examination for the **Construction Supervisor I** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.
- d. Abolish current eligibility list dated July 8, 2008.

Copy of **new** job description and eligibility list is attached.

Range 49 - \$1094 - \$2309 Bi-weekly

TABLED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

12b. Request to conduct a Civil Service examination for the **Office Coordinator (Odalys Rivero – Police)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Management

APPROVED with update to resume. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: “June 6, 2011”

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.